

Tax Disc must be surrendered immediately as refunds are generally calculated from the first of the month following the surrender of the disc.
A minimum of 3 unexpired whole calendar months must be left on the disc when surrendered.

A. OWNER/VEHICLE DETAILS

1. REGISTRATION NUMBER																					
Make / Model											Colour(s)										
Chassis Number																					
OWNER																					
Mr., Ms., etc.			First Name(s)																		
Surname OR Company Name																					
Address																					
Town / City																					
Country											Phone No.										
Eircode																					

B. REASONS FOR REFUND

1. Vehicle Stolen The vehicle was stolen on Day Month Year ☐ and has not since been recovered	*5. Vehicle not used because of Owner's illness / injury I, the owner of the vehicle have ceased to use it from Day Month Year ☐ because of illness, injury or other physical disability and I will be unable to use it until at least Day Month Year
2. Vehicle Scrapped / Destroyed The vehicle was scrapped completely and destroyed on and is incapable of being used on the roads Day Month Year ☐	*6. Vehicle unused because the Owner absent from the State I, the owner of the vehicle have ceased to use it from Day Month Year ☐ Because of absence from the State for business / educational purposes or overseas service with the Defence Forces, I will be absent from the State until Day Month Year
3. Vehicle Exported The vehicle was sent permanently out of the State on Day Month Year ☐	*7. Vehicle Duty Error The duty was paid / overpaid by mistake in the following circumstances ☐ _____ _____ _____
4. Vehicle Not Used The vehicle has not been in a public place at any time since the issue of the tax disc. ☐	
Documents to Accompany Application: In all cases Tax Disc and Vehicle Licensing Certificate or Registration (Log) Book * Medical certificate, letter from educational body or business etc., confirming the relevant period.	

C. DECLARATION

I declare that the particulars given at 'A' above are correct and I apply for a refund of motor tax for the reason (tick) given at B. I attach the required evidence (Medical Certificate, etc as appropriate) in support of my claim and I further declare that the vehicle in respect of which the refund is being sought will not be used by me or with my consent in any public place during the remainder of the licensing period unless it is properly licenced.

Signature of Owner: _____

Signature of Garda / Witness _____

Date: _____

Garda Station Stamp

D. FOR OFFICIAL USE ONLY

Serial Number of Application _____

Date of Surrender of Licence _____

Date of Expiry of Licence _____

Number of months remaining _____

Annual Rate of Tax _____

Repayment / Refund Amount _____

Date Allowed / Disallowed _____

Date Repaid / Refunded _____

Privacy Statement

The Department of Transport, Tourism and Sport (DTTAS) requires customers to provide certain personal data in order to carry out our legislative and administrative functions. The Department will treat all information and personal data that you provide as confidential, in accordance with the General Data Protection Regulation and Data Protection legislation.

Your personal data may be exchanged with other Government Departments or agencies under the remit of DTTAS in accordance with law. Full details of the Department's data protection policy setting out how we will use your personal data as well as information regarding your rights as a data subject are available at www.dttas.gov.ie/dataprotection. Details of this policy are also available in hard copy upon request by emailing dataprotection@dtas.gov.ie or in writing to Data Protection Unit, Department of Transport, Tourism and Sport, Leeson Lane, Dublin D02 TR60.

The completed form must be sent to your local Motor Tax Office

All refund applications must be made on Application Form RF120 – this form must be stamped and witnessed at your local Garda Station. All applications must include the original tax disc and also the original Vehicle Registration Certificate/Log Book unless otherwise stated below (if these are lost, you must complete Form RF134 to declare you no longer have the originals and have this form signed and stamped at your local Garda Station). Based on your reason for refund, you should include:

1. For stolen vehicles, a Garda report confirming date of theft and that the vehicle has not since been recovered. You must have a minimum of 3 whole calendar months left (unexpired) on the disc from the date the vehicle was stolen.
2. For scrapped/destroyed vehicles:
 - a. A copy of the Certificate of Destruction issued by the Authorised Treatment Facility where the vehicle was scrapped (the Vehicle Registration Certificate does not have to be included with this application).

Authorised Treatment Facility	Contact Details
Brendan Higgins Car Dismantlers, Caltra, Ballinasloe	09096 78423/ 087 9905768
CSC Components Car Dismantlers, Annaghill, Ballyglunin, Tuam	086 7774796
Forde Dismantlers, Cahermorris, Corrandulla	091 791177
Galway Metal Company, Oranmore	091 794358
Galway Vehicle Recycling Centre, Unit 1, Ballybane Industrial Estate, Tuam Road, Galway	091 755616
Headford Road Car Dismantlers, Carrowbrowne	091 751148
Mongan Scrap Yard, Cluide, Corrandulla	091 791259 / 085 1670166
Nohilly Car Dismantlers, Cummer, Tuam	093 41602

- b. For insurance write-offs, a letter from your Insurance Company confirming the vehicle is a total write-off, i.e. Category A or B (the Vehicle Registration Certificate does not have to be included with this application). Please note that vehicles classed as Category C or D write-offs do not qualify for a refund. You must have a minimum of 3 whole calendar months left (unexpired) on the disc from date the vehicle was scrapped/write-off.
3. For exported vehicles, copy of re-registration documents from country of export. You must have a minimum of 3 whole calendar months left (unexpired) on the disc from the date the vehicle was re-registered.
4. Not in Use: This category refers to a tax disc which has never been used. A refund will only be issued if the disc is returned before the commencement of the tax period.
5. For injury/illness reasons, a medical certificate from a doctor covering a specific period. You must have a minimum of 3 whole calendar months left (unexpired) on the disc from the date your application is submitted.
6. For absence from the State, a letter from the Defence Forces, employer or college, confirming the nature and period of absence. You must have a minimum of 3 whole calendar months left (unexpired) on the disc from the date your application is submitted.
7. Vehicle Duty Error: if you are due a repayment, e.g. after an error or change in your tax class/vehicle weight, you should submit Application Form RF120 with your old tax disc when applying for your new tax disc.

Note: your annual rate of motor tax must exceed €119 in order to qualify for a refund